

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1275

**GRADE:** S-25

**TITLE:** PROGRAM AND PARTNERSHIP ANALYST

**DEFINITION:**

Under general supervision; develops and implements programs and policies to improve the economic and social status of women in Fairfax County; identifies and establishes collaborative partnerships and coalitions with community leaders, schools, county agencies, businesses and non-profit organizations in support of program and policy initiatives; develops and provides County-wide community educational programs, informational resources and organizational development consulting services; and performs other duties as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This class is distinguished from the Management Analyst II class in that the Program and Partnership Analyst develops strategies and builds programs to establish collaborative partnerships with community leaders, private sector business, nonprofit organizations and County, State and Federal agencies in support of initiatives, whereas the Management Analyst II reviews, analyzes and evaluates existing County management problems and makes recommendations for improvement in existing system procedures and methods.

**ILLUSTRATIVE DUTIES:**

Develops and implements programs and policies to improve the economic and social status of county employees and residents;

Identifies and establishes partnerships with Community Leaders, Agencies, Businesses and Nonprofit Organizations to develop programs and policies to support initiatives;

Researches, recommends and develops programs to support initiatives;

Initiates studies, collects data and develops reports on initiatives;

Reviews, analyzes and recommends policy changes based on initiatives;

Develops, manages and oversees related programs and projects using strategic planning and best practices;

Designs programs, workshops, forums and task forces in identifiable areas that help remove barriers to employees and residents of Fairfax County;

Designs and initiates educational programs on topics such as educational equity, the Glass Ceiling, women business owners, non-traditional work for women (e.g. public safety, construction) and health issues;

Designs and initiates training programs and provides consulting services in career development, transition management and team building including administering and interpreting the Myers-Briggs Type Indicator and other assessment tools;

Provides assistance to county employees and residents in career development, job loss and workplace issues to help employee retention and development;

Supports Commission for Women, County Executive, and Senior Managers in addressing the needs of county employees and residents.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of women's issues related to policy and program development;  
Knowledge of pertinent Federal, State and County procedures and regulations;  
Knowledge of the principles, methods and problems of organizations and management;  
Knowledge of policy development, program management, human services, group facilitation and training;  
Ability to analyze the need for new or revised policies or programs;  
Ability to independently develop programs and initiatives;  
Ability to engage in strategic planning;  
Ability to design training programs;  
Ability to administer and interpret relevant assessment tools;  
Ability to effectively communicate both verbally and in writing;  
Ability to research and write reports;  
Ability to establish and maintain effective relationships with others.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from an accredited four-year college or university with a Bachelor's degree in education, public policy, or related field; PLUS  
Three years of experience in program management, policy analysis, community education or policy development, including one year of experience preferred working with women's issues related to policy development, community collaboration and data analysis.

ESTABLISHED: June 6, 2002